

## **Department of Justice**

### **Program Manager (Corrections)**

Vacancy Ann.#: 08-CRM-DF-084

Who May Apply: Status Candidates

Pay Plan: GS-0340-15/15

Appointment Term: Term

Job Status: Full-Time

Opening Date: 11/20/2008

Closing Date: 12/5/2008

Salary: From 115,317.00 to 149,000.00 USD per year

Additional Duty Location Info: 1 vacancy - Washington, DC

#### **JOB SUMMARY:**

This position is located on the staff of the International Criminal Investigative Training Assistance Program (ICITAP), an office of the Criminal Division. The incumbent of this position will serve as an Assistant Director for Corrections under the Active Component of the Civilian Response Corps (CRC-A) initiative that provides the U.S. Government (USG) with a rapid response capability to stabilization crises. The primary duties of the position involve training and planning for, providing direct support to, and conducting U.S. Government Reconstruction and Stabilization (R&S) field operations. Deploys on very short notice to selected overseas areas and serves as a key leader regarding on-going and future, complex, R&S technical assistance and development engagements, undertaken on behalf of the Department of State either under U.S. leadership or by others with coordination with the U.S., in one or more countries in any one of the following regions: Latin America and the Caribbean; Africa and the Middle East, Central and Eastern Europe, Eurasia, or Asia and the Pacific. Also may be detailed domestically or deployed abroad, on an as needed basis, for professional development assignments.

#### **MAJOR DUTIES:**

The Assistant Director of Corrections will be responsible for providing leadership and coordination over a variety of corrections program activities designed to provide U.S. assistance in Reconstruction and Stabilization (R&S) initiatives and activities. In that capacity, the Assistant Director's activities include, but are not limited to: Participates in interagency planning for country-specific R&S assistance programs funded by the Department of State's Office of the Coordinator for Reconstruction and Stability (S/CRS) or another US Government or international R&S program funder and participates in the development of budgets and concept plans. Participates in the development and execution of interagency plans for R&S justice sector corrections operations technical assistance and development engagements. Ensures corrections operations related to a justice sector work plan, program management data reports (including technical financial and contract documentation), and other related corrections documents and systems are consistent with funded proposals, comprehensive, submitted in a timely manner, and conforms with appropriate US policies and requirements. Manages in such a manner which ensures the

timely flow of documents and reports to senior management, program funders, and supporting budget and finance staff. Manages the development and maintenance of appropriate, available information and financial management systems in order to ensure the integrity and reliability of data provided. Personally engages in and provides direction and supervision for R&S related corrections assessments and studies; personally engages and directs the efforts of subordinates to achieve R&S related corrections operations assistance engagement goals for recipient countries; continually evaluates on-going corrections activity undertaken to meet engagement objectives to assure compatibility and effectiveness; provides information relative to the impact of the R&S corrections assistance on existing and future country justice sector capabilities; and assesses the effectiveness of the assistance being provided and makes improvements and recommendations based on changing circumstances or emerging trends. In close coordination with the Director for Criminal Justice Operations, leads subordinates in the processes involved in the timely execution of activities related to corrections operations and institutional development. Provides guidance and recommendations to Justice Sector personnel and staff regarding the integrated effort to achieve both short and long range goals of the country specific corrections operations R&S assistance. In R&S deployments authorized in accordance with the Interagency Management System (IMS), the Assistant Director of Corrections shall report to the Director of Criminal Justice Operations or to other such official as provided for in the IMS guide. In IMS or non-IMS authorized deployments where no Director of Criminal Justice Operations is deployed, the Assistant Director of Corrections shall report to an individual specified at the time of the deployment. That individual could be, among others, the Chief of Mission (COM) or an official in charge of the operation, or his/her designee. When supporting R&S operations from Washington, the Assistant Director of Corrections reports to the established Country Reconstruction and Stabilization Group (CRSG) secretariat, country engagement team, or task force to which assigned. When not deployed to or supporting an R&S operation, the Assistant Director of Corrections reports to the designated Department of Justice official.

## **HOW TO APPLY**

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for Department of Justice applicants. [To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=QAGRM.](http://www.avuecentral.com/vacancy.html?ref=QAGRM)